

## **ASSISTANT TREASURER**

### *Class Definition*

Under general direction, plans, organizes, and directs the activities of the Treasury Division of the Finance Department.

### *Distinguishing Characteristics*

The Deputy Finance Director - Treasurer, a single position class, is at the assistant department head level. The incumbent directs the day-to-day operation of the Finance Department's Treasury Division. Reporting to the Controller and Finance Director, the incumbent oversees the investment and bond functions of the Finance Department and the City of Fresno; provides investment counseling pertaining to the retirement system; and supervises staff assigned to the division. This is an unclassified position in which the incumbent serves at the will of the Controller and Finance Director.

### *Typical Tasks*

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes and directs the activities of the Treasury Division and provides supervision to staff.

Develops and administers the City's investment, bond, and borrowing programs.

Invests all surplus funds on deposit to return the highest yield, keeping safety, liquidity and yield in their proper perspective.

Negotiates the purchase, sale, and exchange of securities. Provides investment counseling to the Retirement Board.

Develops and monitors accounting, investment, and operational procedures, and when necessary, recommends and implements improvements.

Analyzes and determines effectiveness of short and long-term financing programs and recommends alternative financing products.

Reviews and analyzes legislative proposals as to the effect on the Division.

Prepares and controls the Division budget.

*Knowledge, Abilities, and Skills*

Knowledge of modern financial and accounting principles, methods, and procedures as applied to municipal and governmental transactions.

Knowledge of municipal investment and loan programs.

Ability to interpret and implement provisions of municipal ordinances and regulations associated with financial investments, bond administration, or other loan programs.

Ability to plan, assign and coordinate the work of management, professional, and clerical staff.

Ability to establish and maintain effective working relationships with staff, other city officials and the public.

Ability to prepare concise and meaningful financial and statistical reports, and make recommendations.

Ability to effectively communicate, verbally and in writing.

Ability to develop and adapt office procedures and policies that promote efficient workflow and good working relations among staff.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor\*s Degree in accounting, business administration, public administration, or a closely related field; and four years of supervisory experience in accounting, financial analysis, retirement, or investments, at least one year of which must have been in a municipal or other governmental setting. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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